

PLANNING PROGRAM SUPERVISOR

KIND OF WORK

Professional supervisory planning work.

NATURE AND PURPOSE

Under administrative direction, responsible for assisting in the development of plans and policies as well as development of programs which affect a large segment, which could include a multi-jurisdictional, multi-county, multiple field office locations from either a centralized headquarters or specialized service stations serving the State of Minnesota's population. These programs may range from agricultural, health, natural resources or public safety divisions within agencies. Supervises subordinates who are typically in the Planner, Research, State Program, Projector Grants management series to gather and analyze data, perform studies and draft reports. Supervisory responsibilities include assigning and monitoring the work of subordinate supervisory, and professional staff, training employees and recommending hiring and disciplinary action. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Planning Program Supervisor differs from the Planning Supervisor-State classification in that the Program Supervisor classification has responsibility over more than just short and long range planning. The Program Supervisor would be interacting more to influence and change behavior to motivate people's plans or ideas whereas the PSS would primarily interact with and support other employees in the program. The Program Supervisor would be developing state-wide plans that require expertise in a functional area derived from broad experiences as well as deep technical knowledge or geographic influence greater than a Planning Supervisor-State.

The Planning Program Supervisor differs from the Administrative Planning Director in that the APD class generally reports to a higher level of managerial position(s) and concentrates on relating and integrating all planning programs within a large specialty. The Administrative Planning Director class is also responsible for determination of needs for studies, which is not decided at the Planning Program Supervisor level.

OPTIONS

Agriculture, Hospital Preparedness, Nursing Sciences, Water Quality

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Formulate planning programs and projects which detail personnel and financial requirements.

Direct and coordinate grant activities with state and federal agencies so that programs are synchronized with all agency initiatives.

Obtain and review updated statements from participants annually and verify continued eligibility for payment programs.

Negotiate contracts with real estate brokers, appraisers, and other service vendors, evaluate contractor performance and authorize payments to programs.

Participate in workforce planning and onboarding logistics for the individual agency.

Provide guidance in consolidating all planning activities and provide direction in incorporating them into major portions of a comprehensive, statewide plan.

Oversee and direct activities regarding emergency preparedness and incident response preparedness programs.

Supervise professional and supervisory staff in the development of multiple major phases of a state-wide, long-range planning program.

Establish advisory councils of state planning program administrators to incorporate their ideas into program management.

Direct the provision of public information and promotion of agriculture, environmental and/or natural resources and land preservation/conservation programs.

Coordinate with other agencies to assure mutual integration of the department's agricultural, environmental and/or natural resources strategic policy plan with the plans of other state, federal and local agencies.

Coordinate efforts of disaster recovery and emergency preparedness with hospitals, group homes, and personnel in multiple facilities to support the health, wellness, security and safety of staff and patients.

Direct the preparation of reports to the legislature on program effectiveness, recommendations for legislative changes to improve programs, budgets required to meet mandates, and the progress of local and state programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Departmental organization, policies, and procedures, state and federal laws and regulations, sufficient to coordinate diverse planning and programmatic elements into a unified overall program, so as to accomplish the objectives and mission of the department.

Emergency management sufficient to coordinate state training programs to align with FEMA and other federal offices of emergency management.

Regulatory programs in land preservation, agriculture, environmental and/or natural resources areas.

The laws governing local, area, regional and state planning related to specialty area.

Data collection procedures and the application of electronic data processing

Theories and practices of needs analysis, objective setting, operational planning, resource allocation and contract management sufficient to managing a state-wide large program.

Resource tracking systems sufficient to identify areas of collaboration, identify problems and recommend solutions in consultation with internal staff.

Skills in:

Program management sufficient to manage major phases of multiple, state-wide projects simultaneously, create clear and attainable objectives, build requirements, and lead staff members.

Written communication sufficient to clearly and concisely write and/or edit materials such as memos, reports, and presentations for varied audiences

Ability to:

Direct needs assessments, policy and analysis and development and program implementation.

Develop, direct and monitor research designs and work programs for staff to follow.

Develop business relationships with vendors in order to seek resources for program needs.

Comprehend, organize and integrate diverse policies and programs into comprehensive and cohesive state-wide programs

Establish and maintain relationships with elected and appointed governmental officials, public and private technical experts.

Effectively supervise staff from various backgrounds, disciplines and levels of government and expertise.

Spearhead comprehensive planning programs for various areas, political subdivisions, and state agencies.

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LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class)
NA

SPECIAL WORKING CONDITIONS
N/A

Est.: 12/89
Rev.: 10/17

Former Class Title: Planning Program Supervisor,
Agriculture